TO: Potential CFI JELF Applicants

FROM: André McDonald, Associate Chair (Research) and the Research Planning Committee (RPC)

DATE: October 8, 2019

RE: Department of Mechanical Engineering Internal Adjudication for CFI JELF Competition – June 2020 Submission Intake

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PART I – OVERVIEW

This document has been prepared to provide guidance to faculty members in the Department of Mechanical Engineering who are interested in applying for a Canada Foundation for Innovation (CFI) John R. Evans Leaders Fund (JELF) grant to support the purchase and installation of eligible equipment and other infrastructure. Reference is made to the CFI JELF Guidelines for Completing a Proposal (current to July 2018), the CFI JELF website, and the website of the Research Services Office (RSO) at the University of Alberta. As of the date of this memorandum, the Department of Mechanical Engineering has an allocation limit of $323,000 to support CFI JELF applications.

The University has two (2) distinct streams to secure CFI allocation for your project: (1) through the Department allocation mentioned above and (2) through the University centrally-managed Strategic Priorities allocation. The Associate Chair (Research) and the RPC will work with investigators to take advantage of the centrally-managed Strategic Priorities allocation stream so that the Department can maximize the value and number of equipment assets that will be funded and installed in the Department. Please read here the CFI JELF: Update on Allocation and Internal Process that was issued by the Office of the Vice President (Research). Please contact and speak with André McDonald regarding your strategy if you wish to pursue the centrally-managed Strategic Priorities allocation stream.

PART II – ELIGIBILITY FOR DEPARTMENT ALLOCATION

1. All full-time research-intensive faculty members with primary appointment in the Department of Mechanical Engineering.

2. Projects with a maximum of three (3) principal investigators.

3. Priority will be given to collaborative teams; teams that include investigators from outside the Faculty of Engineering, with the Department of Mechanical Engineering faculty member as the Lead Investigator; and recently hired (new) professors. Applications from teams of early career researchers and established senior professors are highly encouraged.
4. Faculty members who received CFI JELF funding within the last five (5) years will likely not be advanced to competition for a second grant. We know that CFI prefers a record of substantive output from previous investments before investing in additional infrastructure in the same area of research with the same investigator. Exceptions to this exclusion could occur in cases where the research and equipment are clearly different from the previously funded equipment or the investigators wish to create collaborative core infrastructure with multiple principal investigators and Other Users.

PART III – REQUIREMENTS FOR THE INTERNAL DEPARTMENT ADJUDICATION

5. Visit the 2019 RSO Request-To-Apply (RTA) Form as soon as possible.

6. For this internal Department review and adjudication, complete the RSO RTA form, bearing the following important points in mind:

   • Please review the CFI JELF Guidelines for Completing a Proposal. It provides specific information and guidelines for the proposal technical assessment criteria that will be judged by external reviewers at competition. You may wish to include content in the three-page Research or Technology Development Summary that you will attach to the RSO RTA form that addresses each of the assessment criteria (Research or technology development; Researchers; Infrastructure; Institutional commitment and sustainability; Benefits to Canadians).

   • For the Institutional commitment and sustainability section, please review the University of Alberta CFI Strategic Research Plan and Priorities document and the Operations and Maintenance Plan document.

   • Read the instructions that are provided on Pages 1 and 2 of the RSO RTA form, and throughout the form.

   • Fill in all the boxes of the RSO RTA form with as much information as you currently have now.
• You do not need to provide the Faculty Letter of Support and Confirmation of Space Allocation at this stage. Thus, please do not complete Page 4 at this stage.

• You do not need to provide Equipment Data Sheets at this stage.

• A first, preliminary layout sketch will be sufficient at this stage.

• Upload and attach all other required documents.

• In the Submission Comments box, please indicate that this version is for the Internal Review and Adjudication.

• When you press “Submit”, you will receive a PDF document.

• Please submit the PDF document, the attachments, and your Canadian Common CV (CCV) for internal review and adjudication by no later than close of business on Friday, 22 November 2019.

7. **Checklist**: Do you have all these items ready for submission for internal review?
   
   • RTA in PDF format
   
   • Attachments requested in RTA form (PDF format)
   
   • Canadian Common CV (CCV)

**PART IV – THE INTERNAL DEPARTMENT ADJUDICATION PROCESS**

8. The internal Department of Mechanical Engineering adjudication process for the CFI JELF competition will include the following:

   • All Request-To-Apply (RTA) Forms, attachments, and CCVs shall be submitted to André McDonald at andre.mcdonald@ualberta.ca or andre2@ualberta.ca by the deadline that is indicated below (close of business on Friday, 22 November 2019).

   • The members of the RPC who will review and adjudicate on all the packages that are submitted are: **André McDonald, James (Jamie) Hogan, Amy Tsai, Hossein**
Rouhani, Mohtada Sadrzadeh, and Mike Lipsett. Other experts from the Department, Faculty, or University may be invited to serve on the Committee as needed.

- All packages that are received by the RPC will be reviewed and ranked individually by the members of the RPC. The RPC may, at its discretion, invite applicants to meet with the RPC for the purpose of responding to questions or providing additional information. The members of the RPC will use a CFI JELF Reviewer Assessment Sheet to score the content of the packages and provide constructive feedback. Please see here for the CFI JELF Reviewer Assessment Sheet.

- The RPC will meet to discuss each package and produce a RPC collective ranking, package of comments, and decide on the application package(s) that will be supported for recommendation by the Department.

- The recommendation of the RPC will be communicated to the Chair of the Department of Mechanical Engineering and the Associate Dean (Research and Internationalization) of the Faculty of Engineering by 6 December 2019. The Faculty will make the final decisions on the applications that will be advanced to the June 2020 competition.

- The decision of the Faculty will be communicated to the RSO on or before 6 January 2020.

PART V – SUBMISSION DEADLINE

9. The deadline for submission of the Request-To-Apply (RTA) Forms, attachments, and CCVs for internal review and adjudication shall be by the close of business on Friday, 22 November 2019.

PART VI – TIMELINE (FOR YOUR INFORMATION)

10. The detailed timelines for the 2020 – 2023 CFI JELF competitions can be found on the RSO website here. A summary of the timeline for the June 15, 2020 submission is provided below:
- **November 22, 2019**: Deadline for faculty members to submit Request-To-Apply (RTA) Forms, attachments, and CCVs to the RPC for review and adjudication;

- **December 2, 2019**: RPC to meet to discuss and finalize the list of selected applications to recommend for competition. RPC will provide constructive feedback to applicants;

- **January 6, 2020**: Deadline to submit Request-to-apply form and attachments to RSO;

- **April 1, 2020**: Submission of draft CFI JELF application to Associate Chair (Research) and RPC members for review and constructive comments;

- **April 15, 2020**: Associate Chair (Research) and RPC to return comments to investigators;

- **May 1, 2020**: Submission of draft CFI JELF application to RSO; and

- **June 15, 2020**: Submission of final proposal applications to CFI.